

Economic Security Corporation Job Description

Job Title: Janitor
Department: Head Start
Reports To: Area Supervisor
FLSA Status: Non-exempt
Revision Date: August 10, 2015
Job Classification: Grade 1

SUMMARY

The Janitor keeps the Head Start center in clean and orderly condition. Ensures compliance with Missouri Child Care licensing requirements and state law regarding the mandatory reporting of child abuse and neglect.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Sweeps, wet mops and vacuums floors daily.
2. Cleans restroom toilets, sinks, fixtures, floors, walls, and mirrors daily.
3. Cleans classroom sinks, floors, and carpets daily and walls as needed.
4. Empties all trash and clean receptacles daily.
5. Checks soap and paper supplies daily and refills as needed
6. Cleans center windows, door facings, and walls weekly.
7. Understands and practices safe handling of all chemicals.
8. Inventories cleaning supplies on a monthly basis for ordering.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education; or one to three months experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read a limited number of two- and three-syllable words to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

COMPUTER SKILLS

Basic personal computer skills.

PLANNING/ORGANIZATION

Ability to prioritize tasks.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit and climb or balance. The employee is required to do moderate physical activity performing somewhat strenuous daily activities of a primarily product/technical nature. The employee is required to have manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes or objects and materials. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment is well-lighted and/or air-conditioned office/shop environment with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name